



ASD Service Beacon

A regular publication for FSIS field and headquarters employees.

U.S. Department of Agriculture
Food Safety and Inspection Service

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bea-con (bēk n) *noun*

A signaling or guiding device, such as a lighthouse, located on a coast. A source of guidance or inspiration.

DIRECTOR'S CORNER

Change Provides an Opportunity for Innovation

by Glen Durst

Telephone: 202-720-3551

FSIS is currently going through a major reorganization that affects all employees, both at headquarters and in the field. Headquarters has been reduced from 13 to 7 organizational elements and the field streamlined from 46 field management offices to 18 District Offices, 2 Administrative Centers, and a new Technical Center in Omaha, NE. Also, headquarters and field non-front line positions will be reduced by 20 percent. This reorganization affects how many FSIS employees receive services necessary to carry out their daily activities.

Change, although disliked or feared by some employees, does provide an opportunity to investigate and implement innovative approaches to providing services. Before the reorganization, five regional offices and the Administrative Services Division (ASD) office in Minneapolis supplied inspectors with forms and supplies. These items were provided every six months upon request and often required concurrence by the circuit supervisor and/or area office before it came to the regional office to be filled. This operation was neither timely nor efficient for

providing supplies and forms. Under the new FSIS organization, ASD is responsible for all supply operations. At this time, ASD has incorporated four regional supply operations into the central location in Landover, MD. The Western Region, all Compliance Work Sites, and all Import Inspection headquarter points will be incorporated in July of this year. I know that there have been some problems with this transition, but we are committed to working these out and making this system a "One Stop Shop" operation. In the future, we foresee orders being placed by computer, fax machine, or an 800 number and requested supplies arriving within 2 to 3 days. Our goal is to be as innovative as necessary to provide the inspector and the compliance officer with the same type of service that you would expect from L.L. Bean®.

As the ASD Director, I am committed to providing the required services to all of our employees and will use all innovations necessary to provide them in a user-friendly, timely, and effective manner.

To comment on this newsletter or to submit an article for publication, please write or fax:

**Editor, ASD Service Beacon
Room 2944 South Building
Washington, DC 20250-3700
Fax: 202-720-7124**

OCCUPATIONAL SAFETY AND HEALTH

Audiometric Testing

by Tom Wright

Telephone 202-720-3845

We have received some questions on audiometric testing, noise monitoring, and hearing protectors.

Q: Is the Service required to make audiometric testing available to employees?

A: In accordance with the Occupational Safety and Health Administration's occupational noise exposure standard, an employee exposed to workplace noise that equals or exceeds an 8-hour time-weighted average of 85 decibels (dB) is entitled to an annual audiometric test. The requirement to measure workplace noise is contained in FSIS Directive 4791.1, Basic Occupational Safety and Health Program. FSIS has purchased dosimeters and sound level meters to measure noise.

Q: What is the purpose of an audiometric test?

A: Employees exposed to occupational noise at 85 dB or higher should not sustain a standard threshold shift in their hearing. (A standard threshold shift is defined as a change in hearing threshold relative to the baseline audiogram of an average of 10 dB or more at 2,000, 3,000, and 4,000

Hz in either ear.) The annual audiogram is compared with baseline audiogram (if available) to make this determination. Employees will be refitted and retrained in the use of hearing protectors if a standard threshold shift occurs. If necessary, some employees may have to use a different type of protector.

Q: How do I find out about the noise levels at the plant to which I am assigned?

A: The noise levels at meat, poultry, and egg products plants should be recorded on FSIS Form 4791-20, Record of Noise Exposures and be posted in the Government office. Monitoring should be repeated whenever there is a change in production, equipment or controls. If a completed FSIS Form 4791-20 is not posted at the workplace, this should be reported on FSIS Form 4791-27, Report of Alleged Safety and Health Hazard and/or FSIS Form 4791-24, Safety and Health Checklist—Plant Facilities.

Q: What is the Service policy on wearing hearing protectors?

A: Employees must wear hearing protectors if they are exposed to noise that equals an 8-hour time weighted average of 85 dB.

Complete Those Injury And Illness Logs!!!!!!

*by Tom Wright
Telephone 202-720-3845*

The Occupational Safety and Health Administration (OSHA) requires employers to maintain an occupational injury and illness log. The log provides a quick and current view of the safety and health throughout a workplace. OSHA Compliance Safety and Health Officers review the injury and illness logs whenever they conduct workplace inspections. It is FSIS policy to cooperate with OSHA and

to provide the information necessary to conduct the inspection.

FSIS Directive 4791.13, Workplace Inspections and Injury, Illness and Motor Vehicle Incident Reporting contains instructions for completing, posting, and retaining FSIS Form 4791-17, Log of Federal Occupational Injuries and Illnesses. The Directive and Form were issued in June 1996. However, we continue be cited by OSHA for not maintaining an injury and illness log as required by 29 CFR 1960.67(a). This requirement is easy to comply with since the information needed to complete the log can be obtained from the CA-1 or CA-2.

OUR GOAL: NO MORE LOG VIOLATIONS!

SUPPLIES

Supply System Update

*by Pete Bridgeman
Telephone: 202-720-5743*

We brought the Northeast Region of Field Operations into the FSIS Field Supply System at Landover effective May 1, 1997, and that transition has gone very smoothly. Effective July 1, 1997, all remaining field ordering points, which includes all ordering points that were previously in the Western Region, along with all Import Headquarter Plants and District Enforcement Operations (formerly Compliance) Work Sites in the country, were brought on-board.. Landover Service Center Welcome Kits were sent out to all remaining ordering points on June 21.

ASD has agreed to provide additional training to field Inspectors-In-Charge (IIC's) on the new FSIS Field Supply System at Landover. We are in the process of developing a training video, 20-25 minutes in length, designed for delivery to IIC's by Circuit Supervisors in Work Unit Meetings. We should have this

video completed and ready for distribution to the Circuit Supervisors by the end of July.

We continue to look for ways to improve our service to you. A number of improvements have already been made based on input and feedback we have received from field personnel. If there's an item that you feel should be included in the Supply System that is not in the catalog, or on the attached list of Additional Forms & Specialty Item Numbers, please let us know about it - if there's a great enough need for the item, and not another means already in place for you to get it, we will add it to our inventory.

If you should have received a Welcome Kit and have not, please contact Yvette Bamiro on 202-720-5501 or Teri Gaudreau on 202-720-4993, or HPDesk either of the above or Peter Bridgeman.

VEHICLES

Vehicles Update

*by Pete Bridgeman
Telephone 202-720-5743*

We have now processed all pending Park-At-Home Authorizations (AD-728) - if there were any problems or discrepancies on a pending authorization, we have contacted the driver requesting additional information, and are processing them as we receive the additional information. If you do not have a current, signed AD-728 Authorization to park your government vehicle at home, you should not be parking it at home. If you need any information concerning the procedure for submitting a request to park the government vehicle at home, or are not sure whether you have a current authorization, please contact Brian McNiff at 202-720-4162.

PERSONAL PROPERTY

Personal Property Update

by Pete Bridgeman

Telephone 202-720-5743

We are in the process of identifying what furniture that is currently in, or available to the District Offices, is worth keeping, and what type of furniture upgrades are needed. For the most part, we will try to coordinate the delivery of new or replacement furniture with the move into new space, in the cases of those offices that have to move, or with the addition of more space for those offices that are expanding. If you have any questions regarding furniture for the District Offices, please contact me at (202) 720-5743.

PACKAGE DELIVERIES

The Possibility of New Postal Rate Increase

by Carol Zrioka

Telephone 202-720-5033

Postage rate hike next year? How much of a rate increase is still open to speculation. Looks like the U.S. Postal Service target date is January 1998. We will keep you posted. Please try to project efficient usage and not overstock postage at this time.

New method to Ship HACCP Laboratory Samples

by Vern McLendon

Telephone: 202-720-5033

Paperwork Management Branch (PMB) recently created and implemented a new system using Federal Express Billable stamps to ship HACCP samples from field inspectors to the three FSIS laboratories. The Billable stamps have improved service by

reducing processing and handling time for both the laboratories and the inspectors.

PRINTING & DISTRIBUTION

Mail Delivery (Headquarters)

by Tom Hughes

Telephone: 202-720-4661

Having trouble receiving your mail lately? Did you move and forget to notify this office of your new address and office designations?

Most people go through a move or reorganization and assume that their information will automatically be sent to this office. That's not always the case. If you are having trouble receiving your mail at headquarters addresses, please send a copy of your existing label with address and designation changes indicated to:

Printing and Distribution Section
Room 0157 South Building
1400 Independence Ave SW
Washington, DC 20250-3700
Telephone: 202-720-4661
Fax: 202-720-5400

Mail Delivery (Field)

Field employees should contact the District Offices for additions or corrections to their address/designation.

Publications requests . . .

by Tom Hughes

Telephone: 202-720-4661

IIC's, please send your requests for publications with justification for the request to Printing and Distribution Section at the above address. Sending requests to Consolidated Forms Publication Distribution Center (CFPDC) in Landover will only delay processing. CFPDC does not handle publications.

SUPPORT SERVICES

Revised Office of Management Guide to Support Services

by Vern McClendon

Telephone: 202-720-5033

Jo Patterson

Telephone: 202-720-7190

PMB will publish and distribute the revised issue of the OM Support Services Guide in mid-June. The Guide lists the administrative services provided by the Office of Management offices and the contact person with corresponding telephone and fax numbers. We made changes in the guide to streamline services. For example, in the Washington, DC Metro Area, you may call the Washington Service Center directly for any building/facility related problems, (air conditioning, lights, heating, janitorial services, etc.). The Service Center will ask for your name, number and agency. You, in turn, should make a mental note of the person receiving the call. For items like furniture, room modifications/alterations, name plates, etc., services will remain the same.

All changes to the Guide for future updates should be sent to:

Sherri Rardon
Records Management Section
Room 2175 South Building
1400 Independence Ave SW
Washington, DC 20250-3700
Telephone: 202-720-5033

Copies of the Guide will be available by late June and may be obtained from:

Printing and Distribution Section
Room 0157 South Building
1400 Independence Ave SW
Washington, DC 20250-3700
Telephone: 202-720-4661

ADDITIONAL FORMS AND SPECIALTY ITEMS

ITEM #	DESCRIPTION	UNIT OF ISSUE
FSIS-48	Lock-out, Tag-out Lock & Key Set	Set
FSIS-50-XS	Cut - Resistant Glove - extra small (6" hand) *	EA
FSIS-50-S	Cut - Resistant Glove - small (7" hand) *	EA
FSIS-50-M	Cut - Resistant Glove - medium (8" hand) *	EA
FSIS-50-L	Cut - Resistant Glove - large (9" hand) *	EA
FSIS-50-XL	Cut - Resistant Glove - Extra Large (10" - 11") *	EA
FSIS-51-6	Green Nitrile Protective Glove - 6"	Pair
FSIS-51-7	Green Nitrile Protective Glove - 7"	Pair
FSIS-51-8	Green Nitrile Protective Glove - 8"	Pair
FSIS-51-9	Green Nitrile Protective Glove - 9"	Pair
FSIS-51-10	Green Nitrile Protective Glove - 10"	Pair
FSIS-51-11	Green Nitrile Protective Glove - 11"	Pair

* Available only to Red Meat Slaughter inspectors

FORM #	DESCRIPTION	UNIT
FSIS 1413-50	Financial Processing Center Envelope, 9 x 12, Des Moines	HD
FSIS 1400-89	T & A Envelope, FPC, Des Moines, IA	PKG25
FSIS 5610-1	Financial Proc Ctr Envelope, 4 1/8" x 9", long white	HD
FSIS 9450-4A	Transfer Certificate - Fresh/Frozen Poultry Meat Intended for Export to the Russian Federation	EA

CHANGES

MP-431	Potential Accident Hazard
Has been replaced with FSIS 4791-27	
FSIS 8080-4	Title Correction - Should Be - "Voluntary Destruction of Human Food Product"
FSIS 8080-6	Title Correction - Should Be - "Personal Use Statement"
FSIS 5200-5	Is obsolete - has not been replaced

ITEMS TO LOOK FOR IN THE NEAR FUTURE

We will be adding a number of items in the next several months to the stock at Landover. When the items have been received at Landover and assigned stock item numbers, we will give you this information through this newsletter, for ordering purposes. Please do not order these items until we inform you that they are in stock at Landover. This is just to let you know they are on the way:

ITEM	STATUS
Band-aids, Aspirin, Anti-Septic Cortisone Cream	Should be in Landover by end of July, early August - Item numbers will appear in next issue of the <i>ASD Service Beacon</i> .
Government Locks	The type of lock previously used is no longer being manufactured. We are in the process of attempting to locate a suitable replacement. We will have one basic, commonly-keyed government lock for the entire field.

ITEMS NOT AVAILABLE AT LANDOVER

ITEM

WHERE TO GET IT

Knives, Hooks, Scabbards
Steels, Chains, Flashlights

Purchase on your own, and claim for reimbursement. See FSIS Directive 3410.3, Rev. 3, Dated 4/18/97 for details.

Notices, Directives, Publications,
Manuals, Regulations

Printing and Distribution Section
Attn: Tom Hughes
Room 0157 South Building
1400 Independence Ave SW
Washington, DC 20250-3700

Requests for publications should include a justification.

SIFT Kits

Beginning next Fiscal Year (98), these will be available through the Eastern Laboratory in Athens, GA. A supply of kits was sent to the field, through the regional offices, in April. These were to last through the end of the Fiscal Year (97).

STOP, SOS, & CAST Kits

Personnel Operations Branch, Minneapolis, MN - (Through the end of FY-97) at:

USDA, FSIS, POB Mail Room
Butler Square West
100 North 6th Street, Suite 420C
Minneapolis, MN 55403

Millie Murphy
Tel: 612-370-2045